



**School Readiness (SR)
Voluntary Pre-Kindergarten (VPK)
Eligibility & Payments, Fiscal Monitoring, Quality Counts
& Resource and Referral Services**

4th Quarter – June 30, 2010
1st Quarter of 2010/2011 Contract

ELC Mission & Vision



Mission

To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children's chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.

Vision

To ensure a comprehensive and integrated system providing for all families and their children, beginning before birth to five years the affordable opportunity to enter school ready to learn and succeed in life.

Audit Review Performed by GSK

- ***Data Selection***
Quarterly Reports are requested
- ***Sample Selection***
Based on contract requirements
Excel random number generator used
- ***Testing Procedures***
Utilize monitoring tool provided by ELC based on AWI guidelines
Monitoring Checklist used to verify compliance
- ***Management Reporting***
Exit meetings convened with ELC/CDS
Copies of testing work papers sent to ELC/CDS
Final Report generated annually
Weekly Summary Report provided to management
Specific timelines established for report response and action taken.

Sub-recipient Programmatic Monitoring Scope of Work

- Customized monitoring tool that meets AWI requirements for programmatic monitoring and meets the specific requirements set forth in the School Readiness and Voluntary Pre Kindergarten Program contracts.
- Periodic reporting reviewed by the Coalition and Miami-Dade County to address issues and findings as they arise.
- Monitoring tool revisions are made annually in order to comply with new requirements.
- Selection criteria is established to comply with AWI guidelines specific to the size of the Coalition.

Summary Selection Breakdown

Eligibility – Miami-Dade

- School Readiness - 35 selections of child files per quarter (140 per year)
- School Readiness - 35 selections of provider files per quarter (140 per year)
- VPK – 30 selections of child files per quarter (120 per year)
- VPK - 30 selections of provider files per quarter (120 per year)
- Total of 520 selections per year

Fiscal Monitoring (Non Direct Admin Expenses) – Miami Dade

- School Readiness – 20 selections per quarter
- VPK - 15 selections per quarter
- Total of 140 selections per year

Resource and Referral – Miami Dade

- School Readiness/VPK – 10 calls per quarter
- Total of 40 sections per year

Summary Selection Breakdown

Fiscal Monitoring – ELC – Quality Counts – Miami Dade

- 50 selections based on weighted amounts for all 11 contracts per quarter
- Total of 200 selections per year

Wesley House

Eligibility

- School Readiness – 20 child file selections per year
- School Readiness - 20 provider file selections per year
- VPK - 10 child file selections per year
- VPK - 10 provider file selections per year

Provider Payments

- School Readiness – 20 selections per year
- VPK – 10 selections per year
- Total of 30 selections per year

Non Direct Admin

- School Readiness – 15 selections per quarter
- VPK – 15 selections per quarter

Resource and Referral

- 5 selections per quarter

School Readiness Program Overview



Each child/parent is recertified on average every six months, depending on the program classification. Referrals, employment and income are verified, not only to determine eligibility, but also to establish parent fees. Participants are grouped based on program requirements to assure correct billing and payments to service providers.

School Readiness Billing Groups

- BG1 - Children under protective, foster, or relative care.
- BG3 – Parent is a Workforce Development participant or Temporary Assistance for Needy Families (TANF) recipient.
- BG5 – Transitional Child Care for families who lost TANF eligibility.
- BG8 – Supplemental Security Income recipient or income eligible applicant.
- CCEP/CCPP – Funders match with Child Care Executive Partnership and one parent must be employed with provider.

Eligibility Criteria & Documents



PROCEDURES:

Monitoring checklists are prepared to track all required elements of eligibility. Quarterly data reports are requested. A random [excel generated] selection of approximately 11 names, from each month are thoroughly monitored for compliance.

Case files must account for the following:

- Copies of birth certificates/Age of child verified
- Picture identification; social security number [if available]
- Billing group (funding) correctly assigned
- Completed and signed EFS generated application
- Referral; active and current (BG1, BG3 and BG5)
- Proof of legal guardianship verified (BG1)
- TANF form showing assisted group along with monthly assistance amount (BG3)
- Signed statement of parent choice
- Accuracy of income computation and parent co-payment
- Reason for termination noted on case history notes

Miami-Dade County SR Services C10-111 ELIGIBILITY



Performance Objectives	Summary of Findings	
<p>I. Ensure eligibility is determined accurately and timely.</p>	<ul style="list-style-type: none"> • EFS client data and application variations in items such as address, date of birth, social security, parent fee, income information and family size. • Missing documentation (proof of residency and income worksheet). • Income worksheets for applications may be incomplete or incorrect. 	<p>Note: Observations were made, these are not included in the presentation.</p>

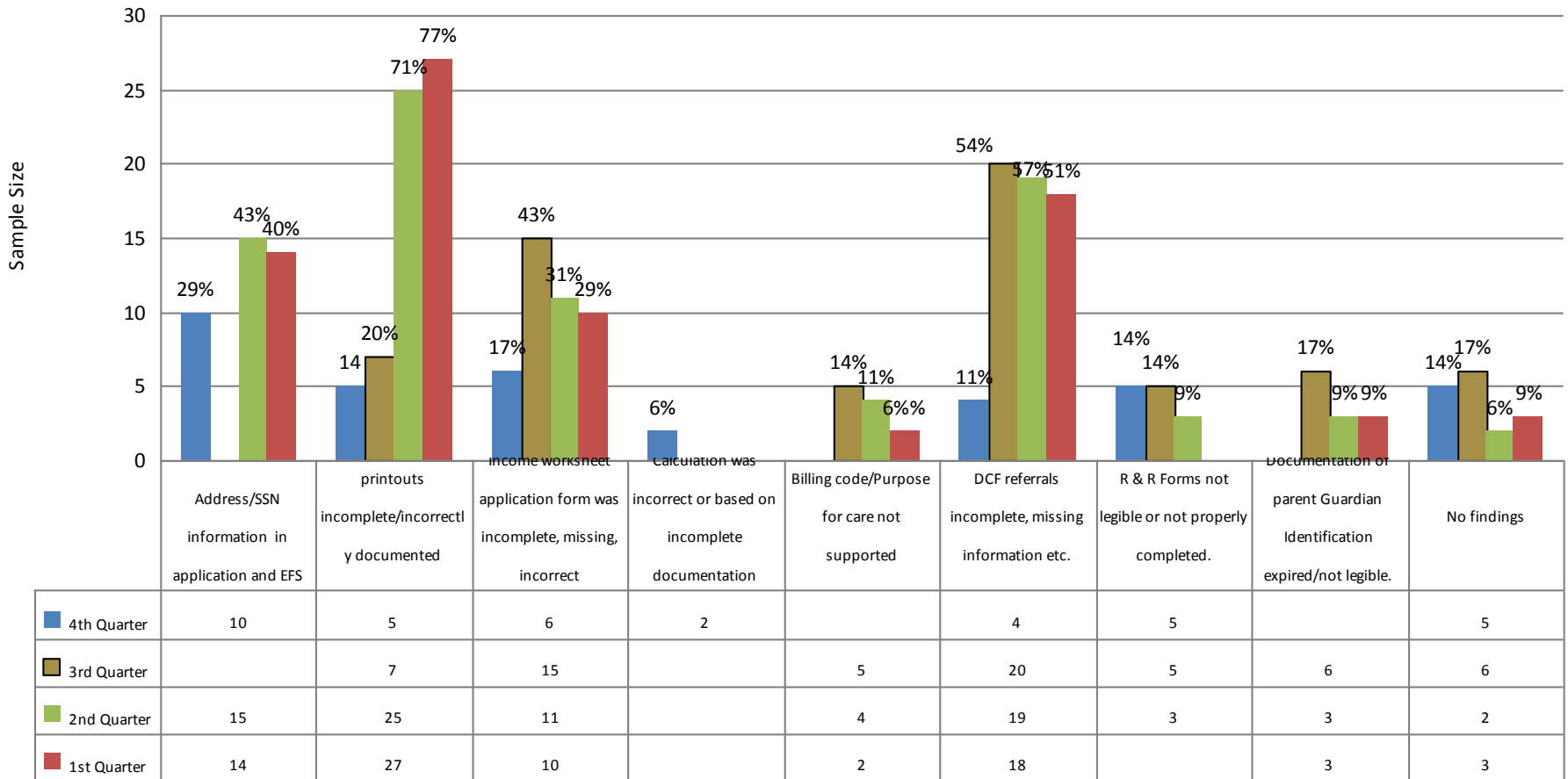
Performance Objectives	Summary of Findings	
<p>II. Provide parent with information on their right to choose an approved provider and enroll child according to choice.</p>	<ul style="list-style-type: none"> •Rights and Responsibility Forms not legible or not properly completed. •Referral forms are incomplete or incorrect in areas such as reporting hours of care or purpose of care. •No findings 	

Performance Objectives	Summary of Findings	
<p>III. Clients shall report overall satisfaction with services.</p> <p>IV. Ensure FDLE Fraud Prevention Referrals are performed. Referrals are driven by payments and financial management services.</p> <ul style="list-style-type: none"> • Documents subject to review are: <p style="padding-left: 40px;">Parent or guardian sign-in/sign-out/attendance documents.</p>	<ul style="list-style-type: none"> •No findings •Attendance sign-in/sign-out forms pre-filled. 	

Performance Objectives	Summary of Findings	
V. Ensure eligibility for providers is determined accurately and timely and within Coalition policies and guidelines.	Missing provider agreement.	

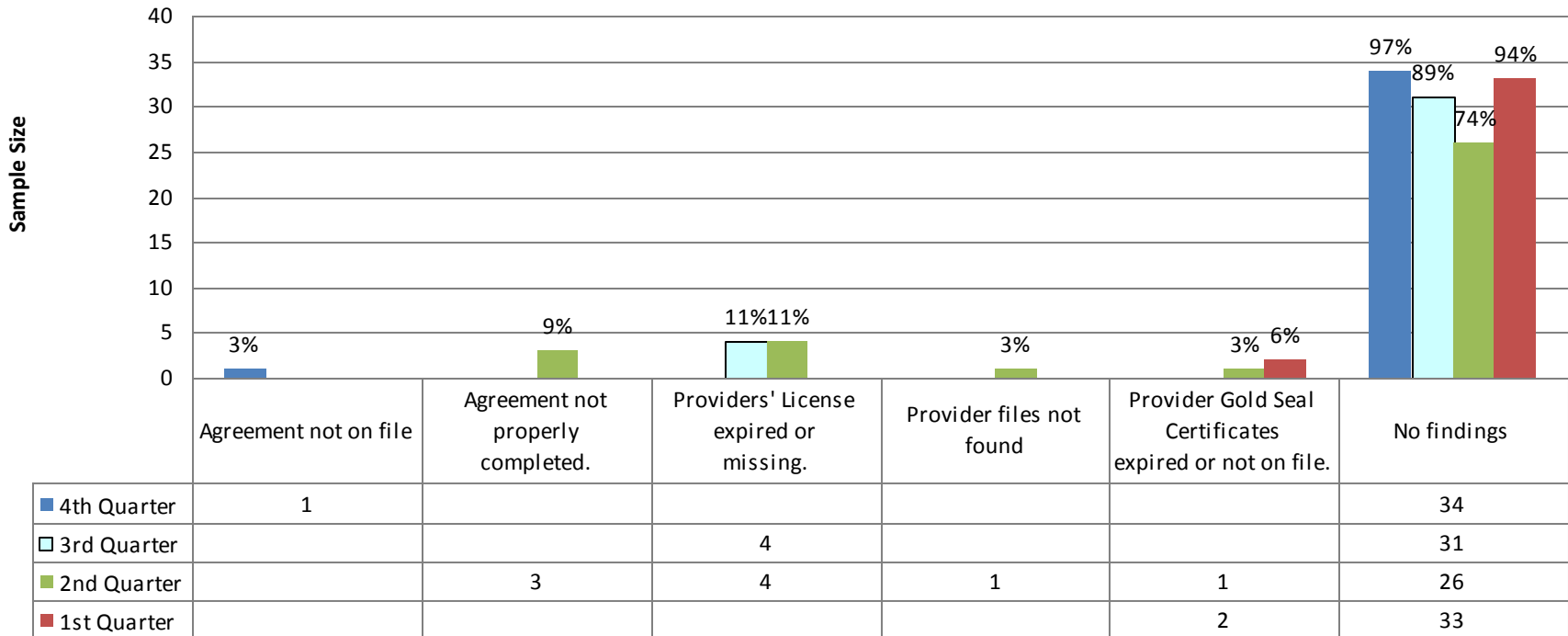
School Readiness Child Files

SR Eligibility Child File Results
Sample Size: 35 cases /Quarter



School Readiness Provider's Files

SR Eligibility Providers Files Results
Sample Size: 35 cases /Quarter



Payment & Financial Management

Criteria & Documents



PROCEDURES:

- Monitoring checklists are prepared to track all required payment and reimbursement elements. Quarterly data reports are requested. A random [excel generated] selection of approximately 35 providers' monthly reimbursement reports are thoroughly monitored for compliance.

Documents and data must contain the following:

- Rates paid and types [full time or part-time], rate care levels
- Parent co-payments, refer to county approved sliding fee scale
- Payment attendance rosters, sign-in & sign-out forms
- Gold Seal or accreditation documentation
- Sample BG8 payments to determine established 6% rate amounts
- Sample CCEP payments to determine established 50% rate amounts

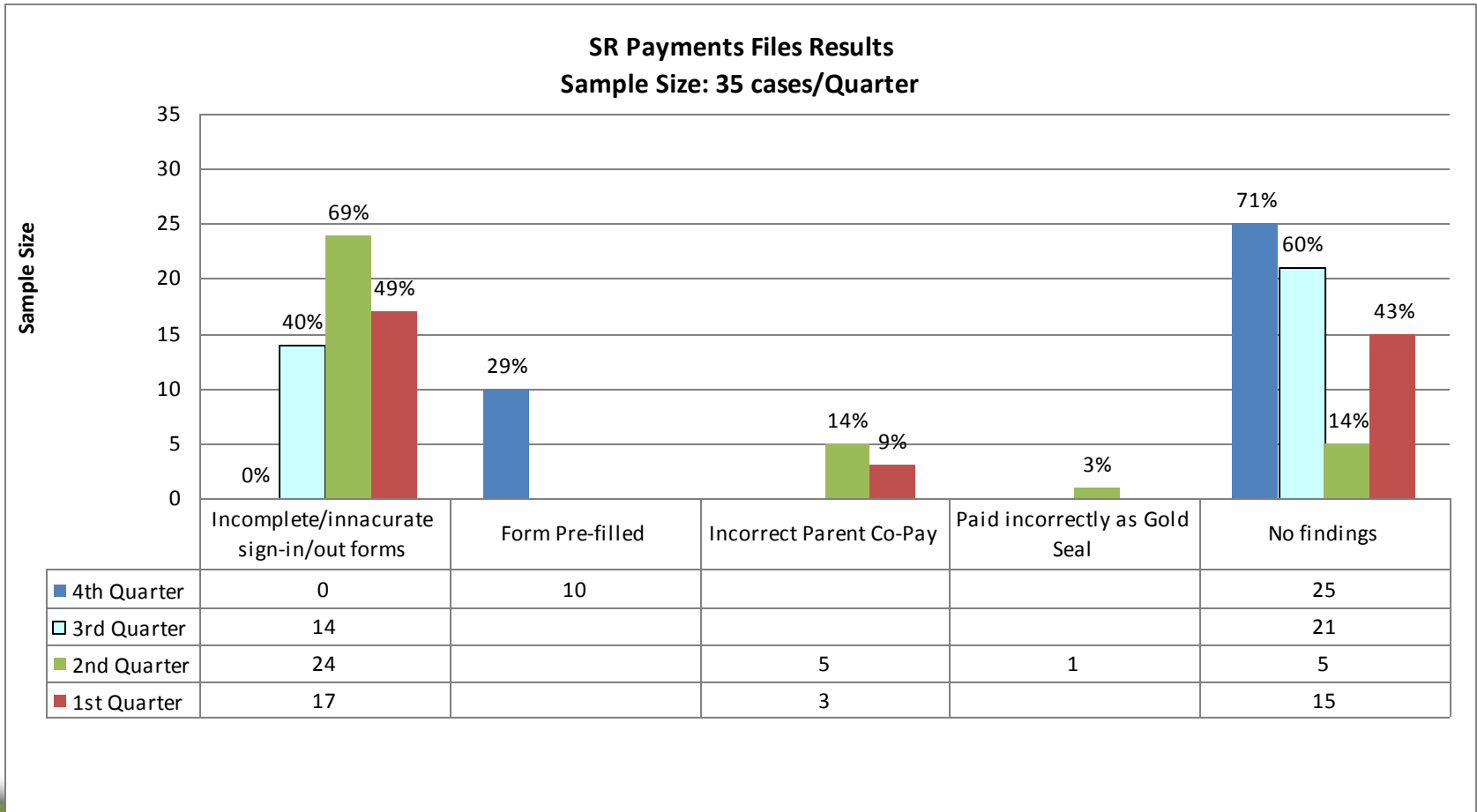
Miami-Dade County SR Services C10-111



PAYMENT & FINANCIAL MANAGEMENT SERVICES

Performance Objectives	Summary of Findings	
<p>I. Ensure that required invoices, data, and reports are delivered complete, on time, and accurate.</p> <p>II. Ensure FDLE Fraud Prevention Referrals are performed. Referrals are driven by payments and financial management services.</p> <p>Documents subject to review are:</p> <ul style="list-style-type: none"> • Provider attendance signature forms and rosters. 	<ul style="list-style-type: none"> • Attendance sign-in/sign-out forms pre-filled. ▪ Attendance sign-in/sign out forms pre-filled. 	<p>.</p>

School Readiness Payments



Fiscal Monitoring C10-111 Non Direct Admin Expenses

PROCEDURES:

- Monitoring checklists are prepared to verify the support and reimbursement elements. Quarterly data reports are requested. A random (excel generated) selection of approximately 35 expense items are thoroughly reviewed based on monitoring tool procedures.

Documents and Data must contain the following:

- Post date, index codes, reference no, sub code, transaction description and amount
- Invoices and supporting documents for disbursements
- Budgets and grant allocations for contracts
- Cost allocations
- Classification of expenses

Fiscal Monitoring SR Services C10-111 Non Direct Admin Expenses

Performance Objectives	Findings	
<p>I. <i>Provide monitoring of non direct administrative expenses by verifying the accuracy of payments to employees, invoices for expenses, correct classification of expenses to index codes/sub codes and proper capitalization of expenses.</i></p>	<ul style="list-style-type: none">▪ <i>No findings</i>	

Miami-Dade County C10-111



Resource and Referral Services

PROCEDURES:

- Monitoring checklist are prepared to maintain support and evaluate the quality of the service provided. Random sample of 10 Secret Shopper Assessment calls per quarter to the “311” hotline center ensuring that calls are transferred to CCR&R Specialists and if specialists is not available the “311 Operator request/obtain information for call back procedures and provide minimum information (such as website) to the public as trained.

Documents and data must contain the following:

- 311 Training Information
- Phone calls (detail)
- Sample Secret Shopper Scenarios

Miami Dade County C10-111

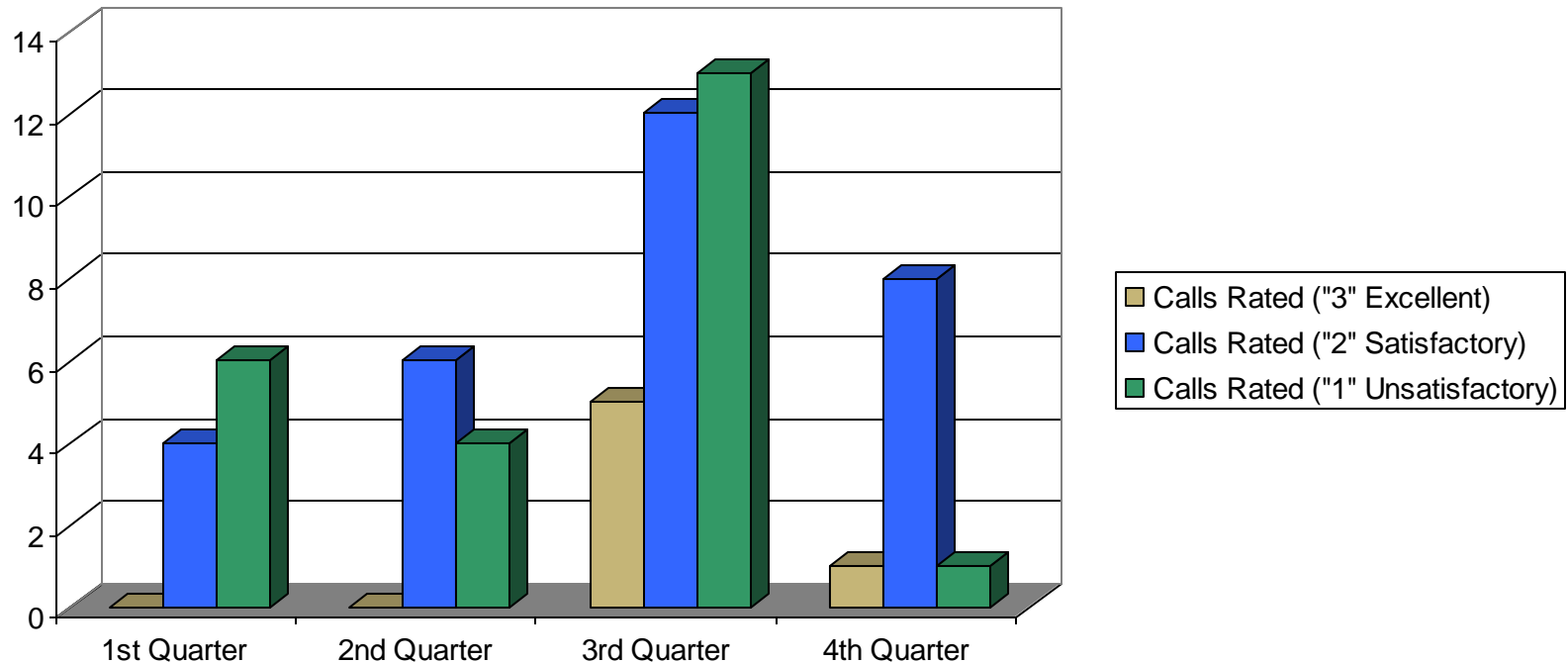


Resource and Referral SR Services

Performance Objectives	Findings	
<p>I. <i>Verify compliance with Resource and Referral program requirements. To ensure that service provided is courteous, attentive to the public needs and adequate information is provided by trained personnel.</i></p>	<ul style="list-style-type: none">▪ <i>Service deemed “satisfactory”.</i>	

CHILD CARE RESOURCE AND REFERRAL MIAMI-DADE

SAMPLE SIZE: 10 CALLS: 4TH QTR
15 CALLS: 1ST-3RD QUARTER



Voluntary Pre-Kindergarten (VPK) Program Overview



- A State mandated program that is free for all four-year olds born on or before September 1st who reside in Florida. Parent may choose an authorized private or public provider and select the School Year or Summer Program. Providers have flexibility in the daily and weekly schedule to meet the required 540 instructional hours. Class sizes may not exceed 18 students. The Summer Program consists of 300 instructional hours and class sizes up to 10 students.

Eligibility Criteria & Documents



PROCEDURES:

Monitoring checklists are prepared to track all required elements of eligibility. Quarterly data reports are requested. A random [excel generated] selection of approximately 10 names, from each month are thoroughly monitored for compliance.

Case files must account for the following:

- Proof of child's age (e.g., birth certificate, health records, passport)
- Proof of Florida residence (e.g., utility bill, bank statement, driver's license)
- Copy of certificate of eligibility
- VPK application
- Signed statement of parents rights & responsibility statement
- Delayed enrollment form, if applicable

Miami-Dade County VPK Services

C10-111 ELIGIBILITY

Performance Objectives	Summary of Findings	
<p>I. Determine eligibility of children as per State and Coalition policies and guidelines.</p>	<ul style="list-style-type: none"> • Incomplete or incorrect parent registration form (missing date, preferred program/setting/schedule/date of birth or gender) •EFS client data and application variations in items such as address information) 	

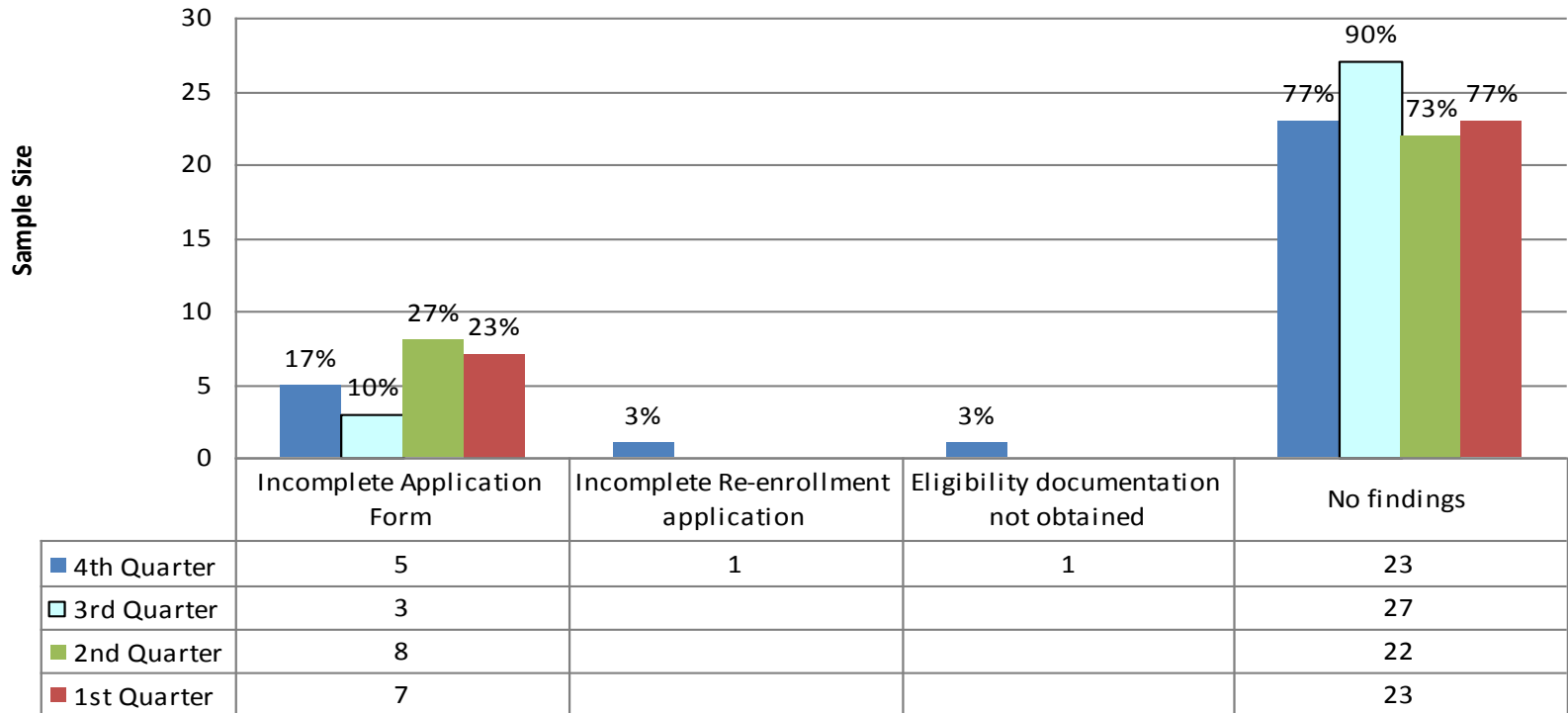
Miami-Dade County VPK Services

C10-111 ELIGIBILITY

Performance Objectives	Summary of Findings	
.	<ul style="list-style-type: none"> •Missing or incomplete documentation (birth certificate, re-enrolment application) 	

VPK CHILD FILES

VPK Child Files Results
Sample Size: 30 cases /Quarter



Miami-Dade County VPK Services

C10-111

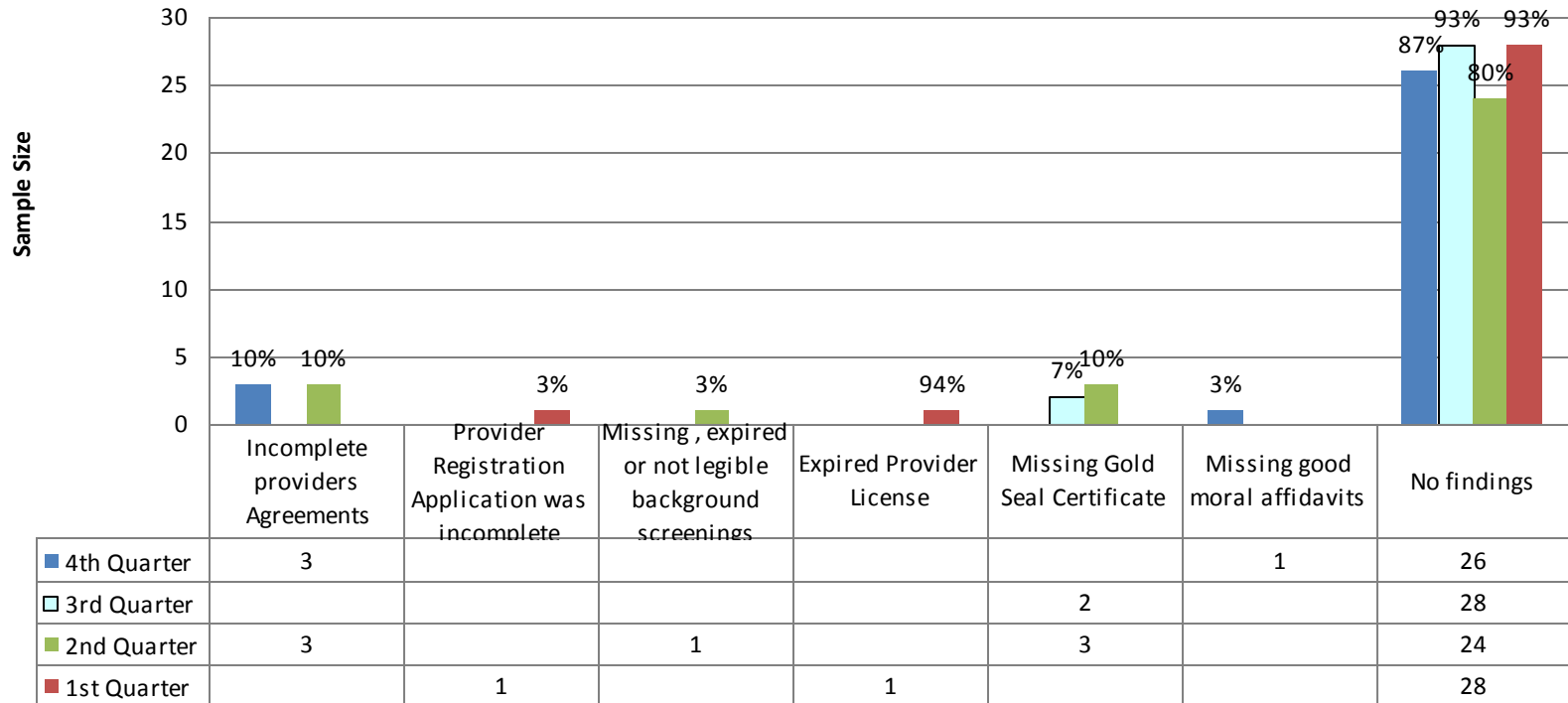
ELIGIBILITY



Performance Objectives	Summary of Findings	
<p>II. Ensure eligibility for providers is determined accurately and timely and within Coalition policies and guidelines</p>	<ul style="list-style-type: none"> ▪ Provider agreement on file was not properly completed (sections of the form left blank) • File missing Good Moral Affidavit. 	

VPK PROVIDER'S FILES

VPK Providers Files Results
Sample Size: 30 cases /Quarter



Miami-Dade County VPK Services

C10-111 ELIGIBILITY

Performance Objectives	Findings	
<p>II. Assist parents in completing an accurate VPK application at the designated registration sites.</p>	<ul style="list-style-type: none"> • No findings. 	

Payment & Financial Management Criteria & Documents

PROCEDURES:

- Monitoring checklists are prepared to track all required payment and reimbursement elements. Quarterly data reports are requested. A random [excel generated] selection of approximately 30 providers' monthly reimbursement reports are thoroughly monitored for compliance.

Documents and data must contain the following:

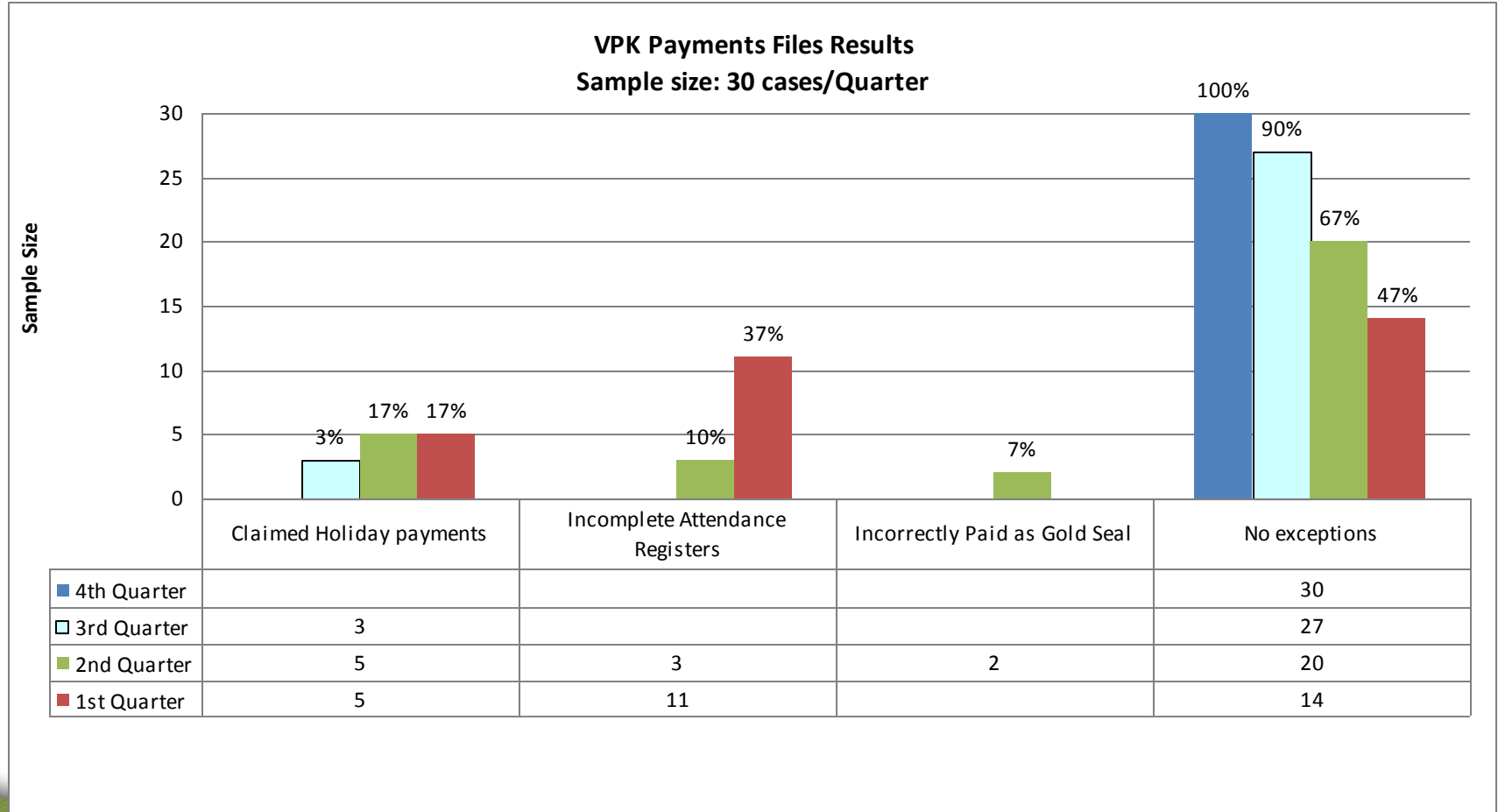
- Attendance rosters
- Parent signature records

Miami-Dade County VPK Services C10-111

PAYMENT & FINANCIAL MANAGEMENT SERVICES

Performance Objectives	Findings	
<p>I. Provide payment processing for VPK providers to include: monthly processing of the provider advance payment, monthly reconciliation of advance to actual attendance and with pre-payments on a monthly basis.</p>	<ul style="list-style-type: none"> • No findings 	

VPK PAYMENTS



FISCAL MONITORING VPK Services

C10-111

Non Direct Admin Expenses

Performance Objectives	Findings	
<p>I. Provide monitoring of non direct administrative expenses by verifying the accuracy of payments to employees, invoices for expenses, correct classification of expenses to index codes/sub codes and proper capitalization of expenses.</p>	<ul style="list-style-type: none">• No findings	

MIAMI DADE COUNTY C10-111 RESOURCE AND REFERRAL (VPK) SERVICES

Performance Objectives	Findings	
<p>I. Verify compliance with Resource and Referral program requirements. To ensure that service is courteous, attentive to the public needs and adequate information is provided by trained personnel.</p>	<ul style="list-style-type: none"> • No findings 	

FISCAL MONITORING – QUALITY COUNTS

C10-111



Non Direct Admin Expenses

United Way, Children’s Forum, Family Central, Devereuz, FIU, UM, Inclusion and Miami Dade Child Screening and Assessment

Performance Objectives	Findings	
I. Provide monitoring of non direct administrative expenses by verifying the accuracy of payments to employees, invoices for expenses, correct classification of expenses to index code/sub codes and proper capitalization of expenses.	• No findings	

VPK ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 1: The date on original application was incorrectly documented as 4/13/10 instead of 3/28/09; per case notes dated 4/13/10, the information was completed by worker as it had been left blank by parent. The reenrollment application (AWI-VPK06) was not completed. Rodriguez, Vallery (xxx-xx-3934)</p>	<p>Accept: (E) Rodriquez, Vallery Client had no date original application</p> <p>Reject: (k) Rodriquez, Vallery – Re-enrollment application was signed by client, however, client signed above the signature line for re-enrollment application as non of the reason for withdrawal (on the application) applied to her case. The VPK provider was out of licensure requirement. Therefore the child needed to be transferred. Case noted attached.</p>	<p>Finding Remains: Parent did not date the form.</p> <p>Finding Removed: Reason for withdrawal not noted on re-enrollment application. EFS case notes indicate reason for withdrawal.</p>

VPK ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 2: The application (AWI-VPK20) on file was not properly completed (missing section preferred program setting). (1 instance)</p> <p>Ahmed, Ameen, A (xx-xxx-2029)</p>	<p>Accept: Ahmed, Ameen 2029 – new address was on file but not updated in EFS.</p>	<p>Finding Remains: Application Form AWI-VPK01 not completed</p>
<p>Finding 3: The Child birth certificate was not located in the file. (1 instance) – Martinez, Nicole (xx-xxx-2246)</p>	<p>Accept: Martinez, Nicole, 2246 – No proof of date of birth on file.</p>	<p>Finding Remains: File contains no supporting documentation of child’s age.</p>
<p>Finding 4: The date of birth on parent application and gender missing. (1 instance) – Ismodes, Ricardo (xx-xxx8524)</p>	<p>Reject: Ismodes, Ricardo – Items 6 and 7 were completed on the parent application. For item 7, parent wrote 26-06-2005; in EFS it is entered as 06-25-05.</p>	<p>Finding Remains: Application form AWI-VPK01 not completed.</p>

VPK ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 5: The application was missing: (1) date, (2) preferred program and schedule, (3) Preferred program setting (4) and missing: How did you hear about VPK.</p> <p>Diaz, Rolando (xxx-xx-8524) Wright, Kamari (xxx-xx-9128)</p>	<p>Accept: Rodriquez, Vallery (2) and (3)</p> <p>Reject: Rodriquez, Vallery (5) see attachment</p>	<p>Finding/Observation: Remains: ELC will clarify this item with AWI to note what items, if left incomplete, will be recognized as observations and findings.</p>

VPK ELIGIBILITY (PROVIDER FILES – ELC)

Detail Findings	Corrective Action Required	Coalition Response
<p>Finding 1: The Provider Agreement (AWI-VPK20) kept on file was not properly completed.</p> <p><u>Non compliance with:</u> AWI Office of Early Learning VPK Standard Eligibility Review Program Guide (VPK Provider criteria (VPK P-B). Before delivering instruction or receiving payment for the VPK program, a VPK provider must submit a completed and signed FORM AWI-VPK 20 (Statewide Provider Agreement)</p>	<p>Missing summer or start dates on contract are very common because most providers do not offer a summer program, therefore do not feel the need to fill that in and often do not know the first day of public school which they follow when they submit their applications in the spring. December 8, 2010 a meeting with the staff was conducted to address the GSK’s recent monitoring and findings. Pending further discussion with AWI.</p>	<p>Finding Remains. Corrective action noted.</p>

VPK ELIGIBILITY (PROVIDER FILES – ELC)

Detail Findings	Corrective Action Required	Coalition Response
<p>Findings 2. The Good Moral Affidavit on files does not have a front page for Lead Instructor: P. Espinoza and Lead Instructor, T Sanchez.</p> <p><u>Non compliance with:</u></p> <p>AWI Office of Early Learning VPK Standard Eligibility Review Program Guide (VPK-B.2) Provider/Instructor file must contain a signed and completed GMC Attestation for all Lead, secondary and substitute instructors. Effective August 2010, GMC attestations will be replace with GMC Affidavits.</p>	<p>We will make sure all pages of the Good Moral Character are in the file.</p>	<p>Finding Remains</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 1: The referral is incomplete, missing hours for care or purpose for care.(3 instances)</p> <p>Phillips, Clayton (xxx-xx-9053)</p> <p>Pratt, M'Luv (xxx-xx-9027)</p>	<p>Accept: Phillips, Clayton (5), referral did not include hours of care.</p> <p>Reject: Pratt, M'Luv (2) referral has hours of care. See attachment</p>	<p>▪Finding Remains: Valid referrals must contain all required information, including number of child care hours authorized per week.</p> <p>Finding Remains: Referral in question pertains to December 2009 and not May 2010 which was provided by the County.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 1: continued. The referral is incomplete, missing hours for care or purpose for care.(3 instances)</p> <p>Morris, Courtavius (xxx-xx-9246)</p> <p>Finding 2: There was no documentation in file to establish residency (8 instance)</p> <p>Martinez, Erick (xxx-xx-3553)</p>	<p>Reject: Courtavius: Hours of care were included on referral. see attachment.</p> <p>Reject: Phillips, Clayton, referral from Charlee Program included residential address at intake which is acceptable as proof and residency. see attachment</p>	<p>▪Finding Removed: Hours of care were included on the referral.</p> <p>Finding Removed: Proof of residency is supported by address on referral.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 2: continued. There was no documentation in file to establish residency (8 instance) Martinez, Erick (xxx-xx-3553)</p>	<p>Reject: Martinez, Erick, at the time of intake period 4/24/10, the client's proof of address was on file and in EFS accurately as 1871 W62nd St, Apt 18, Hialeah, FL 33012. Note; the drivers license with address was active at the time (of intake) with expiration date of 5/15/2010. Client has changed her address since the above period which also has proof on file and updated in EFS system. see attachment</p>	<p>Finding Remains: EFS database records should match the SR child file for example, names, address, age, etc.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 2: continued. There was no documentation in file to establish residency (8 instance) Francinord, isaiah – (xxx-xx-2224)</p> <p>Diaz, Gabriel, Alexis – (xxx-xx-6909)</p>	<p>Reject: <i>Francinord, Isaiah, - 2224, Drivers license is on file as proof of address. see attachment.</i></p> <p>Reject: (22) Gabriel Diaz – Current SFWF referral and Case at a Glance document is used as proof of residency. see attachment</p>	<p>Finding Remains: EFS database records should match the SR child file for example, names, address, age, etc.</p> <p>Finding Remains: Copy of referral submitted is not within the review period.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 2: continued. There was no documentation in file to establish residency (8 instance)</p> <p>Sardinas, Alexis – (xxx-xx-7837)</p> <p>Coley, jakarhri – (xxx-xx8255)</p>	<p>Reject: <i>Sardinas, Alexis – the referral issued by South Florida Workforce was used to establish residency. see attachment)</i></p> <p>Reject: <i>Coley Jakarhri – Proof of residency was established as indicated on client’s salary. see attachment</i></p>	<p>Finding Removed: Proof of residency is supported by address on referral.</p> <p>Finding Remains: Pay stub documents address. However, case notes do not depict that pay stub was utilized as proof of address.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 2: continued. There was no documentation in file to establish residency (8 instance)</p> <p>Thompson, Tyler (xxx-xx-8285)</p> <p>Cuero, Unique – (xxx-xx1942)</p>	<p>Reject: <i>(33) Thompson, Tyler – the referral issued by South Florida Workforce was used to establish residency in Dade County. See attachment.</i></p> <p>Accept: <i>(34) Cuero, Unique proof of residency is on file . see attachment</i></p>	<p>Finding Removed: Proof of residency is supported by address on referral.</p> <p>Finding Remains: Document submitted for proof of residency is not within the review period.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 3: There is inconsistency in the information between EFS, EFS application for transfer was made on 6/25/10 and the Rights and Responsibility Form which documented a fee of \$4.00. This child had been waived fees and the income worksheet showed no income, however, the EFS application for transfer made on 6/25/10 and Rights and Responsibility Form documented a fee of \$4.00. (1 instance)</p> <p>Phillips, Clayton - (xxx-xx-9053)</p>	<p>Accept: (1) Phillip, Clayton, transfer request was completed without waiving fee. Reimbursement adjustment was submitted for period 6/14/2010 through 9/13/2010 see attachment.</p>	<p>Finding Remains: Adjustment processed.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Findng 4: The income worksheet documented incorrect income based on information on file. (2 instances)</p> <p>Lopez, Jahi (xxx-xx-4486)</p>	<p><i>Accept: (5) Lopez, Jahi – Worker inputted all three checks as \$630, however, there was one check for the amount of \$693. Correction has been made.</i></p>	<p>Finding Remains: Correction made to file.</p>
<p>Vilanueva, Misael (xxx-xx-3066)</p>	<p><i>Accept: (32) Villanueva, Misael (3066). The client earns \$320 weekly (320.00 * 52 = \$16.640. The client also received \$180.58 bi-weekly in child support (\$180.58* 26= \$4695.08) 16,640 + 4,495.08 = 21,335.08.</i></p>	<p>Finding Remains: Correction made to file.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Findng 4: continued The income worksheet documented incorrect income based on information on file. (2 instances) Vilanueva, Misael (xxx-xx-3066)</p>	<p><i>Accept: (32) Villanueva, Misael (3066). When the workers calculated the income the .58 cents for child support were not included in error. As a result the annual income was recorded as \$21,320. Note: This amount did not affect the fees. The case was updated to include the food stamps which did not affect the fee. see attachment</i></p>	<p>Finding Remains: Correction made to file.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 5: Rights and Responsibility form missing for one child (Ozzie). Two Rights and Responsibility form were noted for (Jahi) documenting a different fee. Note: it appears that the incorrect name was documented in one of the forms. (1 instance) Lopez, Jahi (xxx-xx-4486).</p> <p>Finding 6: The SSN documented incorrectly in EFS system. Lopez, Jahi - (xxx-xx-4486)</p>	<p>Accept: (5) Lopez, Jahi. <i>This was a worker error on the Rights and Responsibility Form. Ozzie part time fee is \$6.00 and \$12.00 full time. Corrections made.</i></p> <p>Accept: (5) Lopez, Jahi - <i>correction made</i></p>	<p>Finding Remains: Correction made to file</p> <p>Finding Remains: Correction made to file</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 7: The SSN for Sebastian does not agree to documentation on file.</p> <p>Romero, Sebastin – (xxx-xx-9530)</p>	<p>Reject: (6) Romero, Sebastin – ID number was generated as psuedo by EFS as at the initial intake, child was a new born and not yet issued a SSN. SSN is not a requirement for services. The SSN was updated since by parent. See attachment</p>	<p>Finding Removed: SSN is not a requirement for services</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 8: The employment information/total income input on EFS for employment does not agree to information on file.</p> <p>Romero, Sebastin (xxx-xx-9530)</p> <p>Thompson, Tyler (xxx-xx-8285)</p>	<p>Accept: (6) Romero, Sebastian – Income was calculated correctly in EFS. However, the work inadvertently wrote two of the pay checks incorrectly on the worksheet. This error did not affect the parent fees. The income worksheet was updated to reflect the correct amounts and match EFS. See attached.</p>	<p>Finding Remains: Corrections made to file.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY

Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 8: continued.The employment information/total income input on EFS for employment does not agree to information on file.</p> <p>Thompson, Tyler (xxx-xx-8285)</p>	<p>Reject: (33) Thompson, Tyler – Client’s earn income was calculated correctly in EFS and in the case file, however, the food stamp amount was not listed as it should have been for reporting purposes. The food stamps did not affect the fee see attachment..</p>	<p>Finding Remains: EFS database records should match the SR child file for example, names, address, age, etc.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 9: The birth date information was input incorrectly in EFS. (1 instance)</p> <p>Martinez, Erick (xxx-xx-3553)</p>	<p>Accept: (8) Martinex, Erick – Date of birth is now updated in EFS</p>	<p>Findings Remain: Correction made in file</p>
<p>Finding 10: Income calculation was based on two pay stubs. (1 instance)</p> <p>Garcia, Williams – (xxx-xx-7515)</p>	<p>Accept: (15) Garcia Williams. The client earns \$1000.00 bi-weekly. Three checks are required for bi-weekly income</p>	<p>Finding Remain: Income should be calculated on the most current and consecutive six weeks of employment</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 11: The TCC period was documented incorrectly on referral (1 instance) Hodge, Kendia (xxx-xx-7663).</p>	<p>Accept:(9) Hodge, Kendia - The two year TCC dates were inputted incorrectly by South Florida Workforce (SFW). According to the case detail, information submitted by SFW, the last month of cash assistance was in June 2008. Therefore, the correct authorization period for the two years of TCC is 07/01/2008 until 06/29/2010. The referral is manually corrected and initialed with the correct dates. see attachment</p>	<p>Finding Remains: Corrections made in file.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 12: The income worksheet not on file (1 instance) Da Cruz, Juliano (xxx-xx-1763).</p> <p>Finding 13: Income calculation was incorrect for pay period (1/25/10 to 7/25/2010 and 6/10/10 – 11/10/10) (1 instance) Davis, Imaris (xxx-xx-9106)</p>	<p>Reject: (11) Da Cruz, Juliano. The income worksheet was on file, see attachment.</p> <p>Reject: (20) Davis, Imaris – Client is a ten month school board employee. Ten month school board employee work 21 weeks in the year. The income is calculated by averaging the bi-weekly checks then multiplying the average amount by 21 and then dividing by 26. This amount is then entered into the income screen bi-weekly</p>	<p>Finding Remains: Eligibility period reviewed was 3/24/2010-9/24/2010. Documents submitted was outside the review period.</p> <p>Findings Remains: Eligibility period in question is 6/10/20 - 11/10/2010. Documentation is out of the review period.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY

Findings	Miami Date County Corrective Action Response	ELC Final Response
	<p>Reject: (20) Davis, Imaris - For the authorization period 01/25/10 - 07/25/2010, the income was calculated using the above formula: 585.04 881.79 <u>796.80</u> $2263.63/3 = 754.54 \times 21 =$ $\\$15845.34/26=609.43$ (This amount is then calculated bi-weekly) Note: The actual paper worksheet indicated 15846; it is EFS that round off this number and followed through by staff on worksheet. see attachment.</p>	.

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 14: The income worksheet does not document food stamp benefit (2 instances)</p> <p>Diaz, Gabriel (xxx-xx-6909) Sardinas, Alexis (xxx-xx-7837)</p>	<p>Reject: (22) Gabriel Diaz. Food stamp is noted in EFS case history notes. see attachment.</p> <p>Accept: (23) Sardinas, Alexis – The income worksheet was updated to include food stamps – see attachment.</p>	<p>Finding Remains: All earned and unearned income shall e documented on the SR income worksheet.</p> <p>Findings Remains: Corrections made in file.</p>
<p>Finding 15: Income worksheet documents incorrect for family size stubs. (1 instance)</p> <p>Padron, Antoin (xxx0xx-6653)</p>	<p>Reject: Padron, Antoin – Income worksheet is correct. \$181.25 weekly X52 = \$9425,\$76 monthly TANF X12 = \$912,\$9425 + \$912.00 = \$10,337.00 see attachment.</p>	<p>Finding Removed</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 16: Family size is incorrect . (1 instance) Padron, Antoin (xxx-xx-6653)</p>	<p>Reject: (2) Padron, Antoin – Family size of three is correct. see attachment.</p>	<p>Finding Removed</p>
<p>Finding 17: The form documented incorrect information for fees and fess were waived per referral. (2 instances)</p> <p>Landaeta-Ellis, Rachel – (xxx-xx9246)</p>	<p>Accept: Landaeta-Ellis, Rachel – Adjustment was processed 5/19/2010 through 10/31/2010. see attachment.</p>	<p>Findings Remains: Adjustment processed.</p>
<p>Morris, Courtavius, - (xxx-xx-9246)</p>	<p>Accept (26) Morris, Courtavius. Adjustment was processed from 2/17/10 through 08/17/10. see attachment</p>	<p>Finding Remains: Adjustment processed.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 18. The information in EFS for parent fee is incorrect.</p> <p>Barrios, Amelie – (xxx-xx-9875)</p> <p>Guido, Byrone – (xxx-xx-6292)</p>	<p>Reject: (28) Barrios, Amelie – The fee is correct. Client earns \$12,951.84 annually and \$4800 in child support. Total is \$17,751.84 annually with a household size of three. The correct fee for the child is \$6.00 full time and \$12.00 part time; \$1.20 full time daily and \$.60 part time daily). see attachment</p>	<p>Finding Removed: Parent fee was calculated correctly on Eligibility and Enrollment form dated 2/19/2010 and EFS print out being used to assess correct fee is unable to be compared for fee was changed upon re-de on 8/19/2010.</p>

SCHOOL READINESS ELIGIBILITY - MIAMI DADE COUNTY



Detail Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 18. continued. The information in EFS for parent fee is incorrect.</p> <p>Guido, Byrone - (xxx-xx-6292)</p>	<p>Reject: (28) Guido, Byrone - The fee is correct. Client earns \$34,176.90 annually, household size of three. The fee is \$26 weekly for school breaks and holidays and \$13.00 part time. \$5.20 full-time daily/\$2.60 part time daily. See attachment.</p>	<p>Finding Remains: Byrone attends part time and full time (5.20 + 2.60 = \$7.80). Fee in EFS for Byrone on 5/4/2010 (date of enrollment) is \$5.20.</p>

VPK Match/Payments – Miami-Dade

Findings	
<ul style="list-style-type: none">▪ No findings	

SCHOOL READINESS MATCH PAYMENTS - MIAMI DADE



Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 1: There is a disparity between information in Provider’s Attendance Register (showing 20 days and sign in/out sheet (showing 18 days). The Sign In/Out Sheet was not fully completed (2 days filled in) (1 instance). Sardinas, Alexis – (xxx-xx-6653)</p> <p>Finding 2: Forms appear to be prefilled (10 instances) .Pratt, M’Luv – xxx-xx-9207 Cruz, Keven – xxx-xx-4763 Romero, Sebastian – xxx-xx-9530 Garcia, William – xxx-xx-7515</p>	<p>In review of the finding for the mentioned provider, it is evident that this finding is not warranted, as an adjustment required form was attached to the original file, retracting the two over paid days. Please see the attached document showing that the days were deducted from the Provider’s September 2010 reimbursement.</p> <p>Child Development Services accept this finding as Provider issue. Payments are processed with only the attendance rosters. Technical assistance will be provided to the Provider.</p>	<p>Finding Removed: Adjustment made to provider payment.</p> <p>Finding Remains: CAP noted.</p>

SCHOOL READINESS MATCH PAYMENTS - MIAMI DADE

Findings	Miami Date County Corrective Action Response	ELC Final Response
<p>Finding 2: continued Forms appear to be prefilled (10 instances)</p> <p>Isais, James - xxx-xx-7717</p> <p>Galguera, Yeninielys - xxx-xx-8422</p> <p>Barrio, Amelie - xxx-xx-9875</p> <p>Guido, Byron - xxx-xx-6292</p> <p>Villanueva, Misael - xxx-xx-3066</p> <p>Thompson, Tyler - xxx-xx-8285</p> <p>.</p>	<p>.</p> <p>Child Development Services accept this finding as Provider issue. Payments are processed with only the attendance rosters. Technical assistance will be provided to the Provider.</p>	<p>.</p> <p>Finding Remains: CAP noted.</p>

SR/VPK Eligibility, Payments and Non Direct Admin.

Findings	Recommendations
<p><i>N/A - No work performed on 4th Quarter 2010. Testing being performed in February 2011.</i></p>	

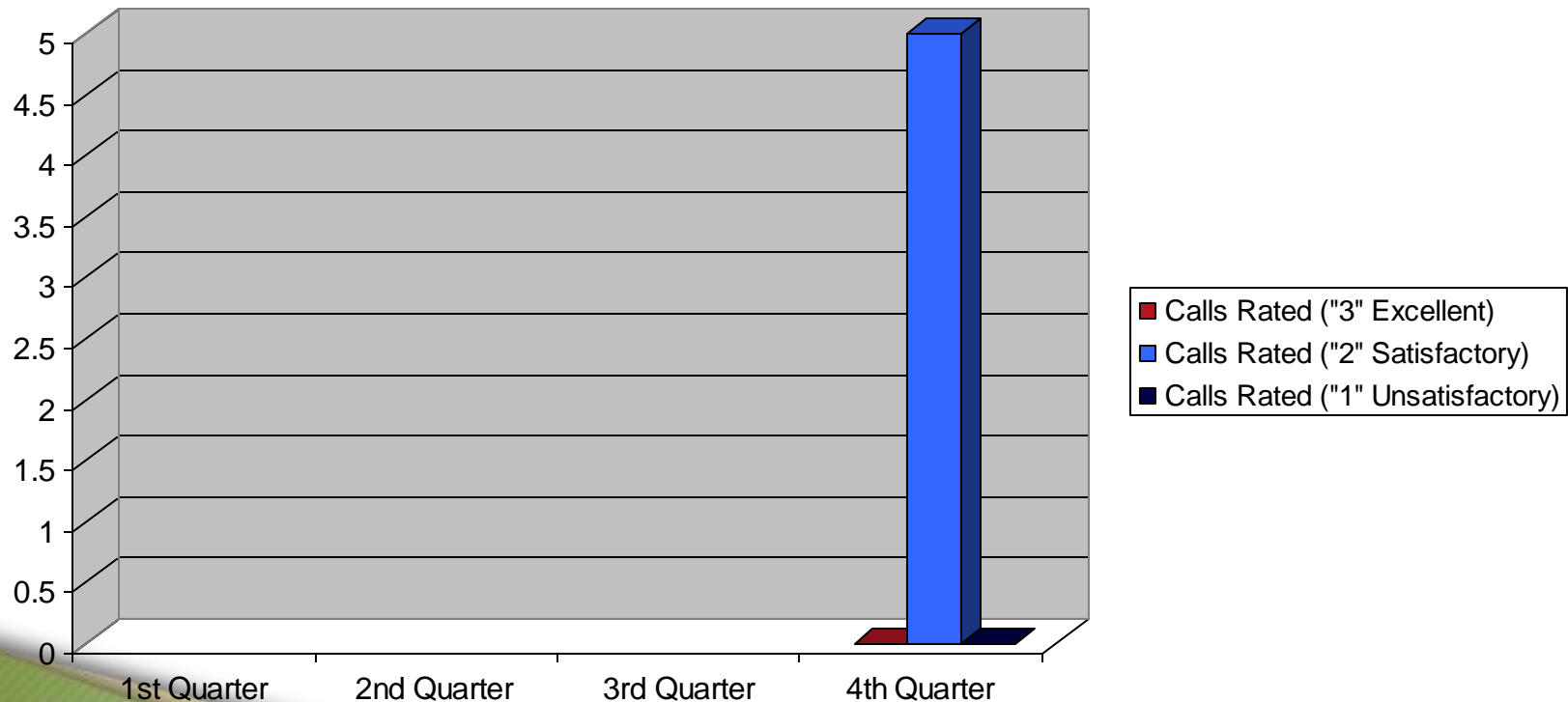
Resource and Referral – Wesley House

Findings	Action Plan
No findings	

WESLEY HOUSE

CHILD CARE RESOURCE AND REFERRAL

WESLEY HOUSE
CHILD CARE RESOURCE AND REFERRAL SERVICES (CCR&R)
Sample Size: 5 calls/Quarter



UPDATE OF 1ST QUARTER 2010 (July to September 2010)

AUDIT WORK PERFORMED	STATUS
<p><u>Miami Dade</u></p> <ul style="list-style-type: none"> ▪ Eligibility (VPK/SR) ▪ Payments ▪ Non Direct Admin Expenses ▪ Quality Counts ▪ Non Quality Counts ▪ Child Care Resource and Referral <p><u>Wesley House</u></p> <p>Eligibility/Non Direct Admin/Payments</p> <p>2nd Qtr (October – December 2010)</p>	<ul style="list-style-type: none"> ▪ Testing Completed ▪ Testing Completed ▪ Testing Completed ▪ Testing Completed ▪ Testing Completed ▪ Testing Completed ▪ Testing Completed <p>▪ Testing being performed in Feb 2011.</p>

Questions?